

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Student Assistant (Local Government Electronic Claims)
<b>Position #:</b>	051-420-4870-950
<b>Salary Range:</b>	\$1458 - \$1941
<b>Issue Date:</b>	October 22, 2008
<b>Contact:</b>	Candace Martin (916) 324-1867
<b>Location:</b>	Accounting & Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
<b>Final Filing Date:</b>	(Statewide) November 4, 2008

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

#### Scope of the Position:

Under close supervision of the Senior Administrative Analyst (Accounting Systems), the Student Assistant will assist staff in performing technical and administrative work necessary to complete the assignments of the section.

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Using a personal computer, maintain a database of archived records citing location, list, and contents.
- Participate in physical storage and destruction of records.
- Using a personal computer, maintain a database of mandated cost programs and activity requested by local governmental agencies.
- Reconcile claims received with claimant's electronic transmittal form ensuring that all claims and data on transmittal form correspond to items received.
- Participate in set-up production for the automated file labeling equipment used to maintain mandated cost records.
- Respond to requests from Legislators, accounting firms, or other interested parties for forms/publications.
- Participate in preparing workshop and conference materials; execute mass mailings; and maintain procedure manuals for Local Government e-Claims.
- Copy documents as requested by staff in response to inquiries for information from outside entities.
- Perform other administrative or technical duties as required by management including assisting in other sections of the Payments Bureau.

#### Desirable Qualifications:

- Excellent communication skills
- Ability to establish and maintain cooperative working relationships
- Good work habits, attendance, and attitude
- Knowledge and experience in working with a personal computer and a familiarity with Microsoft Word, Excel, Access, and Outlook

#### Amenities:

- Free Parking
- On-Site ATM
- Close Freeway Access

#### Applications:

Students currently enrolled in a minimum of six units of college courses and majoring in business, information technology, or accounting may apply. Students must submit proof of enrollment in a college or university and a copy of your transcripts. Students who do not provide copies of transcripts will not be considered

**All hires will be subject to a background check.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Accounting & Reporting  
ATTN: Candace Martin  
3301 C Street, Suite 500  
Sacramento, CA 95816

**Please write "420-4870-950 LGeC" on your application. Applications without this information may be rejected.**